

## CONFIDENTIAL

To: [Hiring Manager Name]  
From: [Your Name/Agency Name]  
Date: [Date]

Subject: Candidate Submittal: [Candidate Name] - [Position Title]

Dear [Hiring Manager Name],

We are pleased to submit the following candidate for your international opening in [Location]. This candidate has been thoroughly vetted for both technical competency and expatriate adaptability.

### Candidate Profile Summary:

- **Full Name:** [Candidate Name]
- **Current Location:** [City, Country]
- **Citizenship/Visa Status:** [Details]
- **Relevant Experience:** [Number] years in [Industry]
- **Languages:** [List Languages and Proficiency]

### Expatriate Qualifications:

- **International Experience:** [Summary of previous overseas assignments].
- **Mobility:** [Candidate's willingness to relocate and family status if applicable].
- **Availability:** [Notice period or available start date].

### Financial Expectations:

- **Base Salary:** [Amount/Currency]
- **Expected Allowances:** [Housing, COLA, Education, etc.]

### Recruiter's Assessment:

[Brief paragraph highlighting why the candidate is a strong fit for this specific global role and their ability to integrate into the local culture.]

Please find the candidate's resume and supporting documents attached. We look forward to your feedback and arranging an initial interview.

Best regards,

[Your Signature]  
[Your Phone Number]  
[Your Email Address]